

**Lunenburg Council on Aging Minutes**  
**January 14, 2014**

*Minutes Approved at 3/11/14 COA Meeting*

**Present:** Mary Lynn Conrad, (Chairperson), Barbara Brown (Vice-Chairperson), Doreen Noble (Director), Joyce Wass, Connie O'Dea, Whitney Lacka, Shirley Bertone, Tony Bertone, & Judy Tarbell

**Excused:** Deb Seeley, Jane Doyle, & Sue Doherty (Admin. Asst.)

**Guest:** Karen Menard, Lunenburg Finance Committee member

**Welcome:** Ms. Conrad (Chairperson) opened the meeting at 10:30AM & wished everyone a Happy New Year.

**Minutes:** Ms. Noble (Director) stated that she had a conversation with Jane Doyle about the minutes of the COA meeting of Dec. 10, 2013. Jane requested that the following corrections be added to the Dec.10, 2013 COA meeting minutes. "The November 4, 2013 meeting minutes of the Director's Evaluation Committee were accepted at the December 10, 2013 meeting of the COA. Copies of the revised Director's Job Description and the Revised Director's Evaluation Tool were handed out to each member of the COA board. Questions and concerns and a review of the process will be discussed during the March COA meeting."

Ms. O'Dea moved to accept the 12/10/2013 COA minutes with corrections. Ms. Lacka seconded. On vote, motion carried unanimously.

**Director's Report**

**1.Finance/Informational Report:** None

Ms. Noble stated that the kitchen is doing well and that two new dietary aides have been hired to work part time on Wednesday & Thursdays. Their salaries will be paid out of the Formula Grant.

The transportation program is going well but it is her hope that the hours that were lost to this program due to the closing of the Senior Center on Fridays will be partially restored.

The Outreach Program is extremely busy due to an increase in outside referrals. The bad economy has contributed to the increased need for fuel assistance, food stamps and other general needs. Non-elders are being referred to us and we are giving them information and referrals but not assisting unless there are emergency needs.

The Chair Exercise Program, which is well attended, is now on hold due to the illness of the instructor.

**Old Business**

**1. Budget FY15 (presentation by Director):** Ms. Noble handed out copies of the COA budget for FY15 to each member. She stated that the COA budget is only .4% of the overall budget, with seniors comprising of about 25% of the population. Reviewing the line items, Ms. Noble explained the requests including a 3% contractual increase in the Director's salary, approximately 60 cents an hour increase in the Administrative Assistants salary depending on Union negotiations, 8 hours increased time for kitchen help and approximately 5 hours restored to the transportation program.

Ms. Noble then reviewed the expenses stating that the office equipment reduction is due to the fact that only small equipment should be needed and utilities are estimated at about the same. The MOC

program has been somewhat unsatisfactory and the Senior Center has taken over a couple of days of supplementation of Soup & Salad days (which have been very popular) but, makes it necessary to increase the dollar amount to the FY15 budget for the kitchen program.

In the Training line, Ms. Noble explained that all personnel (existing and new) are trained and increase is for retraining staff members when changes occur.

Ms. Noble will soon be meeting with the Finance Committee to present and review the FY15 budget.

Ms. Bertone moved to accept the FY15 budget as presented. Ms. Wass seconded. On vote, motion carried unanimously.

### **New Business**

**1. Tax Work-Off Program:** Ms. Noble state that applications for the Tax Work-Off Program are now available. This committee will meet on 1/27/2014 to review and complete work on the FY14 applicants. There are approximately 17 citizens placed in different Town departments and this is a very good program for our seniors.

Discussion ensued concerning the taxation on the earnings of the seniors in this program. The general consensus was that it was unfair. Ms. Noble stated that she had a written a letter in opposition to this taxation, however the Town Accountant responded that it was I.R.S. regulations and she was unable to do anything about this.

Karen Menard offered to look into this further and report back to the COA.

### **Sub-Committee Reports/Minutes – Finance, Board Development, Advocacy, Bylaw, Director's Evaluation:** No Reports

**1.Subcommittee Minutes & Agenda Submittals:** Not discussed

**Correspondence:** Ms. Conrad received a note from former COA board member Gloria O'Brien saying that she was doing well. Gloria was a very valued member of the COA.

**General Discussion:** None

**Adjournment** : Being no further business, Ms. O'Dea moved to adjourn the meeting. Ms. Lacka seconded. On vote, motion carried unanimously.

Meeting adjourned at 11:50AM.

### **Upcoming Meeting**

February 11, 2014

*Respectfully Submitted*

**Barbara Brown Vice-Chairperson**

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